INTERCULTURAL TRAINING AND CONSULTING MARKETING INTERNSHIP

ABOUT OUR ORGANIZATION
Spring Institute for Intercultural Learning is a not-for-profit, training and consulting organization with a focus on language and culture. We work with people and organizations all over the world, enabling communication and increasing cross-cultural understanding.

POSITION SUMMARY
Spring Institute is looking for an intelligent, strategic, and resourceful thinker to help the organization expand its marketing efforts for its Intercultural Training and Consulting Services. The Intercultural Training and Consulting Marketing Intern will work under the direction of the Intercultural Training and Consulting Coordinator in two main areas: marketing research and marketing material development. The Intercultural Training and Consulting Marketing Intern will also work closely with the Outreach Coordinator.

STATUS
Unpaid Internship, Part-time: 10-15 hours per week. Time commitment may vary according to the intern’s arrangement and request. Hours are flexible.

REPORTS TO
Intern reports to the Intercultural Training and Consulting Program Manager

RESPONSIBILITIES
• Provide competitive research on markets, clients, and industry trends
• Research diversity and inclusion articles and contact the author/editor for permission to use
• Draft basic digital and print marketing materials mostly blogs, newsletters, and flyers
• Assist in the distribution or delivery of marketing materials on webpage, social media and newsletters
• Provide assistance with training material preparation

QUALIFICATIONS
• Enthusiasm and interest in communications and marketing
• Exceptional written and verbal communication skills
• Strong proof-reading skills
• Intermediate experience with MS Word, Excel, PowerPoint, Publisher
• Ability to meet deadlines and effectively multi-task

APPLICATION INSTRUCTIONS
Please send a cover letter (indicating your experience and interest in this position), resume, and three references to Maria Velasco, Intercultural Training & Consulting Manager, at mvelasco@springinstitute.org.